

SUMMARY MINUTES

DOI SAFETY & OCCUPATIONAL HEALTH COUNCIL MEETING July 12-13, 2005

Office of DOI OHS Team; Denver, CO

1. Attendees:

Sandy Guches, Chair, BLM; Staci Atkins, Co-Chair, MMS; Harrison Daniel, Exe Sec, OHS; Robert Garbe, Jim Meredith, Ray Frorillo, OHS; Dick Powell, NPS, Cynthia Duffield, USGS; Mary Parkinson, FWS; Linda Rowley, BOR; Charles Jaynes, BIA; Bill Bass, OSM; Ian Rosenblum, NBC.

2. SMIS Update:

Introduced the new SMIS Manager, Jim Meredith, who started July 10, 2005. He identified his goals as strengthening the business model for SMIS to incorporate life cycle data and establish the system on a long-term more permanent basis.

Ray Fiorillo, SMIS designer/programmer, demonstrated SMIS revisions to date that include OSHA recordkeeping and features to present a uniform streamlined look throughout SMIS and to increase effectiveness. Items include simplifying data entry, reporting, and review; defining terms; adding narratives, and modifying data requirements. Roll-out of the new design features is expected in Fall 2005.

Share Initiative goals are posted by FY Quarters on DOL website, <http://www.dol-esa.gov/share> . Each agency has a red or green bullet for meeting the 4 stated share goals.

A "Severity Code Anomaly Report" was passed out by Bob Garbe to each bureau. The issue considers first aid treatment being questionable anytime over \$300 of total compensation is required.

4. Core Competencies:

Collateral Duty and Full Time Safety Technical Core Competencies Handbook, July 2005 draft was handed out by Cynthia. This is the work of the Core Competency Committee made up of Bill Miller, Dick Powell, Linda Rowley, Mary Parkinson, and Sandy Guches. The Handbook will meet the minimum requirements of DOL 29 CFR 1960. Consensus vote of the Council was that the Handbook represents a "Guidelines and Resource Document" rather than "required/mandatory" training.

The DOIU online OSHA 6000 equivalent is nearing completion.

5. S&H Seminar:

The title, Focus On Prevention, was approved by the Council. Seminar to take place March 26-30, 2006 in San Diego, CA. SafetyNet's bimonthly News and Highlights section will continuously report on the Seminar as this date nears.

Tech Agenda and Logistics Committees have been formed. Office of Environmental Compliance has stated that they will not participate due to “budget and being stretched too thin.” Plans include a Worker’s Compensation component with NPS taking the lead in this.

6. DOI Safety and Occupational Health Strategic Plan:

The current Strategic Plan was reviewed and remains effective. The July 2005 update can be found at <http://safetynet.smis.doi.gov/StrPlan2005.pdf>

7. 485 DM Review:

Decision made to do this internally with all bureau responsibility. Each bureau will take the lead in revising each of Chapter 1-8, and submit to OHS by October 1, 2005.

8. Safety Topics for Quarterly Bureau Deputy Director’s Briefing:

Of the 3 areas discussed during the May 24-25, 2005, Council Meeting, i.e. S&H in Performance Plans as Required by OSHA, S&H Award Process, and What Best Practices in Safety Can the Bureaus Share; the Best Practices area is selected as the subject material for the Quarterly Meetings. This will be the area if the opportunity arises for a safety subject.

9. DOI Awards:

Status of 2005 Awards. These have been in OHS DC-HQ, and decision was made to not present them at a July 4th MIB activity. Lynn Scarlett is to sign the certificates, and they are to be passed on to the bureau directors/heads to distribute to the recipients.

2006 Awards. As in 2005, the Council will accept awards that have been approved by the individual bureau S&H managers. The memo to solicitor, assistant secretaries, inspector general and heads of bureaus initiating the process will be prepared by Harrison Daniel and sent to the OHS DC-HQ October 1st.

10. GAO Survey/Questionnaire:

GAO’s entrance interview stated the primary purpose of the investigation is to assess OSHA’s input to Federal programs. Diane Schmitz is the central contact. With short notice, the 8 DOI bureaus are responding to the questionnaire seeking information, which did not specifically address OSHA. Next step is interviews with S&H managers.

11. DOI Workforce Profile & Succession of Workforce:

Linda Rowley past out a list and profile by bureau and DOI-wide for the numbers of full-time safety officers/personnel. The compilation included professional series grades of those persons who have met or will meet retirement requirements by 2008.

Managers are to send to OHS by September 1st, Workforce Profile Information for CDSOs. Information to extent possible will include the following data:

- # of CDSOs
- # training and qualifications
- # Demographics – Age/retirement status and Location
- # Trends for future
- # Current vacancies

- # Contractor Support

There was much discussion regarding the centralization of safety and health functions -- internally by bureau, intra-bureau, and DOI-wide -- to strategically apply resources. Also, discussions of the control over CDSOs; only control is related to required training. Should there be a ratio of full-time S&H vs CDSOs? Issues of filling vacated or new S&H positions were discussed. The initial action agreed on is to broach these S&H workforce profile/succession issues with possible approaches or plans with the DASHOs.

12. Next Meeting. October 18-19, 2006, Washington, DC